Energy Smarts Team **Procedures for Students**

1. Pick up your I.D., clipboard, and log sheet from your teacher or other designated person. *Energy Smarts Team* members should always carry their I.D. while on duty.

2. Do not bring your friends along or allow other students to enter the classrooms. Only qualified *Energy Smarts Teams* may monitor electrical use at your school.

3. Inspect your assigned area and record information neatly and in the appropriate place on the log.

4. Work quietly, quickly, and politely in rooms in which people are working.

5. Return I.D., clipboard, and log sheet to their proper places, and check back in with your teacher or other designated person.

6. At the end of each month, tally results from log sheet and give a progress report to each classroom. *Certificates are great for classes that do an excellent job!*

Energy Smarts Team Member Agreement

I have read the *Energy Smarts Team* procedures, and I understand them. I agree to assume all responsibilities of the *Energy Smarts Team* of my school. I will follow all *Energy Smarts Team* procedures and will do the best job possible.

_____   _____

Name   Date

_____   _____   _____

Grade level   Teacher name   Room number

Energy Smarts Team Log Sheet

Month _____

Location	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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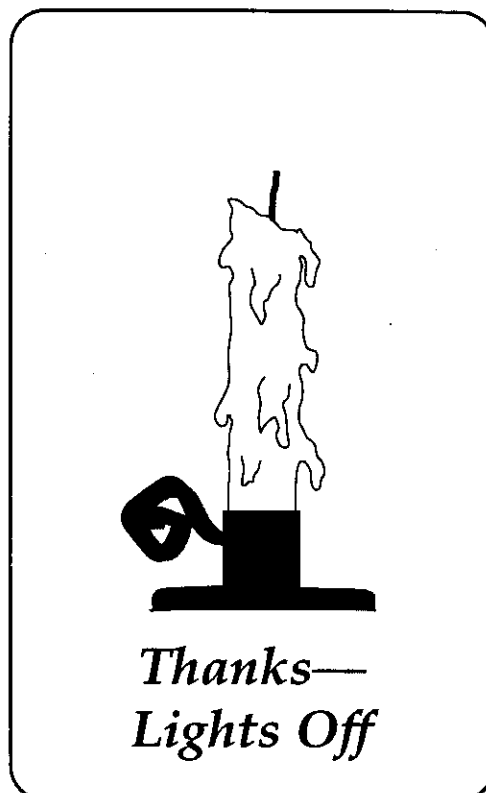**KEY:**
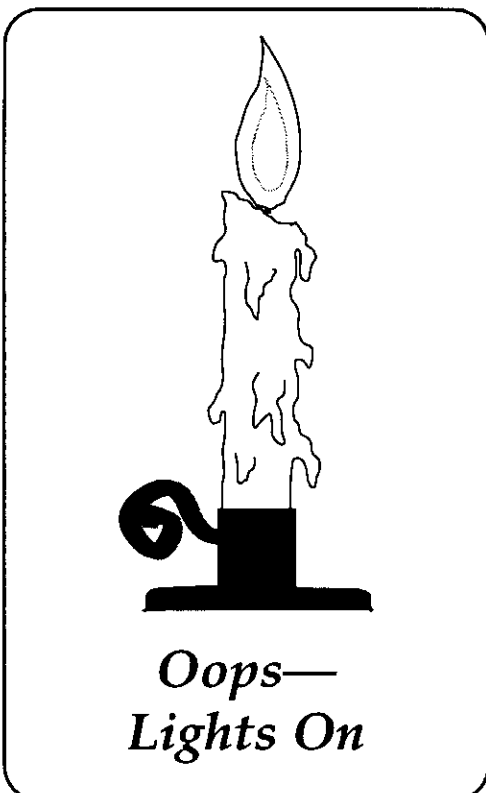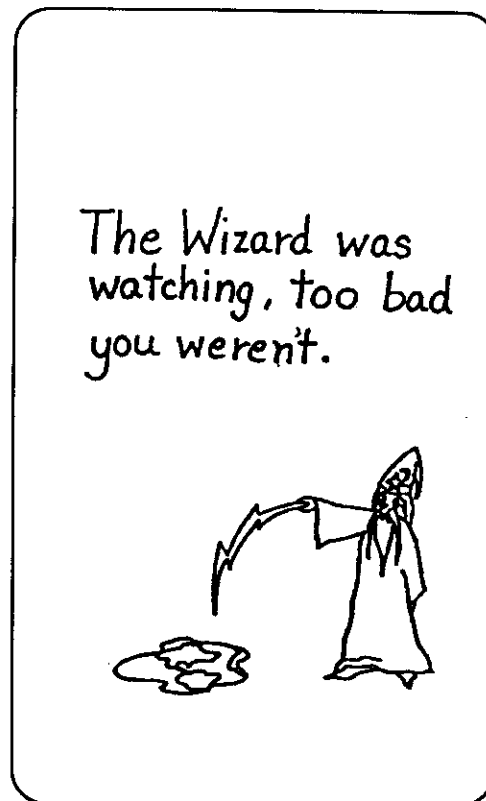
Time checked: R - Recess
                 L - Lunch
                 A - After School
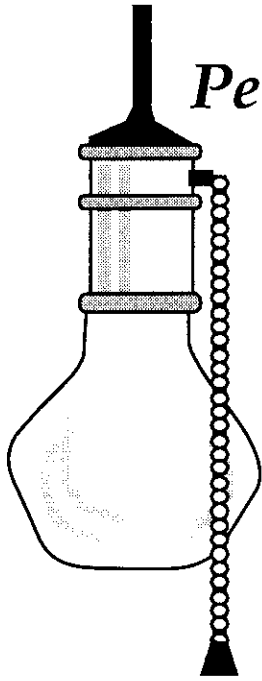
Findings: / - Area in use
             0 - Energy in use/no people
             X - No energy in use

Students responsible: Monday   _____
                         Tuesday   _____
                         Wednesday   _____
                         Thursday   _____
                         Friday   _____

INSTRUCTIONS: Enter for each day the appropriate code for (1) what time of day you check the room and (2) what you find.
For example, if you inspect during lunch and the area is not being used but the lights are on, enter "L0."
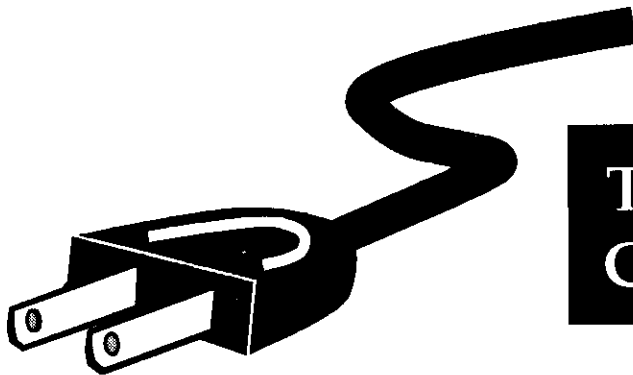
Examples of Reminder Tickets and Certificates

The Wizard Was Watching!

Good Job!

The Wizard was watching, too bad you weren't.

Oops—
Lights On

Thanks—
Lights Off

Perfect Energy User Certificate

Congratulations
on one week of
perfect Watt Watching!

from the *Energy Smarts Team*

Energy Smarts Team on Duty

Think Energy Conservation!

A Few Last Words to Teachers

1. Help team members get started. Accompany them on their first few rounds monitoring the school.

2. Check in with team members frequently. Ask them to help each other.

3. Celebrate initial successes. Showing them you care makes it all worthwhile. Throw a party! Or give small tokens in appreciation of a job well done.

4. Have fun!